



## **GENERAL OPERATING BY-LAWS**

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## **ARTICLE I – NAME**

**Section 1:** The name of this organization is “Richland Youth Association.”

## **ARTICLE II – ADDRESS**

**Section 1:** The office of the Association shall be at P.O. Box 820571, Fort Worth Texas, 76182, City of North Richland Hills, County of Tarrant, and State of Texas.

**Section 2:** The Association may also have offices at such other places as the Board of Directors may from time to time determine or the business of the organization may require.

## **ARTICLE III – OBJECTIVE**

**Section 1:** The purpose of this Association shall be to implant in the youth the ideals of good Sportsmanship, honesty, loyalty, courage, and reverence through various organized, supervised programs, bearing in mind that attainment of exceptional skills and/or of good, clean, healthy future citizens is the prime importance.

**Section 2:** The objective shall be reached by providing planned, organized, and supervised sports programs for children in the North Richland Hills area, regardless of their ability, and within the current ability of this Association to provide the necessary supervision, equipment, and facilities.

## **ARTICLE IV – BOARD OF DIRECTORS**

**Section 1:** The business and affairs of the Association shall be managed by its Board of Directors who may exercise all such power of the Association and do all such lawful acts and things as not by statute or by the Article of required to be exercised by the members.

**Section 2:** The Board of Directors and/or Sports Directors shall have the authority to suspend, or otherwise discipline and person(s) related to the Association members, coaches, players, league officials, umpires or other person(s) whose conduct is considered detrimental to the best interests of the League.

**Section 3:** The elected officers of this Association effective 2014 shall be;

**President & Chairman of Board of Directors:** 2-year term, elected in ODD YEARS

**Vice President:** 2-year term, elected **EVEN** years

**Director of Accounting:** 2 Year Term, elected in **EVEN** years

**Director of Administration:** 1-year term

**Director of Baseball:** 1-year term

**Director of Basketball:** 1-year term

**Director of Football:** 1-year term

**Director of Cheer:** 1-year term

**Director of Special Events:** 1-year term

**Section 4:** The Board of Directors will conduct the business of the organization with the utmost professionalism. Board members must conform to the Board Member Code of Ethics and their specific job requirements that are posted on the RYA website.

**Section 4.1:** Board members using their level of authority to sway officials, impact drafts of players, use of available field/court time, or in any other way use the influence of the board; the board member will be brought before the board for potential disciplinary action up to and including removal from the board.

**Section 4.2:** Should an infraction be determined egregious, the board will determine the severity of the discipline. Should the board be reviewing a subsequent infraction, the board member in question will be released from the board immediately. This shall be the impact of a Zero Tolerance Policy.

**Section 5:** If a Board Member resigns from his/her position. They will not be allowed to run again on the Board for one calendar year unless they are being appointed to a new Board Position by the President.

**Section 6:** In the event of a board position vacancy mid-term, a current Director of a sport will not be eligible to be nominated for any other board position vacancy mid-term unless it is a nomination for the position of President or Vice President.

**Section 7:** An elected officer can be removed from office by a two-thirds vote of the Board of Directors. Cause for removal must be given in writing to the person being considered for removal from office least one (1) week before the meeting.

**Section 8:** In the event an office is vacated mid-term, the President shall solicit nominations for the vacant position for no more than 20 days and no less than 7 days prior to the election and then obtain votes of the nominations from the organization's current members in good standing. Elections will be done by ballot for a time of one hour. Nominations will close 3 days prior to the votes. This person will act in the office until the term of office expires. In case of vacancy occurs in the office of President, the Vice President shall assume the office of President, and a new Vice President shall be elected by the Board of Directors to serve until the next general meeting.

**Section 9:** Any Officer may resign by giving written notice to the President and/or the Secretary. Such resignation shall take effect at the time specified therein, or immediately if a time is not specified therein, the acceptance of such resignation shall not be necessary to make it effective.

**Sections 10:** Should a board member resign during the term; the President may appoint an appropriate interim board member until the next scheduled board election for the vacated board position. This appointment must be approved by a 2/3 vote of the remaining board of Directors.

## **ARTICLE V – MEETINGS**

**Section 1:** Meetings of members may be held as often as necessary at such time and place designated by the Board of Directors.

**Section 2:** The regular monthly board meeting held by the board of directors shall commence on the first Wednesday of each month with the exception of January. January board meetings will be conducted the second Wednesday of the month. The regular meeting date schedule will be posted on the organization's website to notify the organization. Alternate meeting dates may be necessary based on the activity of the board members. Alternate days must be posted to the calendar 2 weeks prior to the original meeting date.

**Section 3:** Monthly board meetings are scheduled in advance and member attendance is required. Any board member that is absent for more than two consecutive meetings must present themselves to the board with an explanation of absences and will be subject to removal from the board by its remaining members.

**Section 4:** Additional special and/or emergency meetings may be held at the sole discretion of the board of directors. Special or Emergency meetings are closed to the general membership unless there is due cause for non-board members to be in attendance.

**Section 5:** A Board of Directors meeting will be called to order by the President when necessary or at the proper request of any elected officer of the organization.

**Section 5.1:** Meetings are 'open' to all members; The "open" meetings are designed for general membership to attend and be present as business is conducted by the Board of Directors.

**Section 5.2:** Members wishing to bring items to the board at a meeting should notify the Secretary in writing or via email based on the requirements set forth in section 4.5. Time will be set aside at the beginning of these meetings to address the request of the member prior to the business meeting.

**Section 5.3:** A quorum shall be considered present for voting purposes whenever a majority of the current Board of Directors is in attendance.

**Section 5.4:** The schedule for the Board of Directors meetings shall be as follows:

- 6:30PM - 6:45PM General Board Info (Elected Board Members Only)
- 6:45PM - 7:15PM Public Meeting (Open to General RYA Membership)
- 7:15PM - 8:00PM Closed Meeting (Elected Board Members Only)

**Section 5.5:** The order of business at all meetings of the board members shall be as follows:

- |                                                   |                          |
|---------------------------------------------------|--------------------------|
| 1. Call to order                                  | 5. Reports of Committees |
| 2. Proof of notice of meeting                     | 6. Unfinished Business   |
| 3. Approval of minutes from the preceding meeting | 7. New Business          |
| 4. Reports of Officers                            | 8. Adjournment           |

**Section 5.6:** Any member desiring to bring any items of interest in regard to this organization before the Board of Directors at a meeting of the Board of Directors, for consideration by the Board of Directors, must contact the Secretary, in writing three (3) days prior to the meeting (only one item per request will be accepted for insertion on the agenda).

**Section 5.7:** The "Robert's Rules of Order, Revised" shall be the Parliamentary Authority for all matters of procedures not specifically covered by these By-Laws.

## **Article VI- ANNUAL ELECTION OF OFFICERS**

**Section 1:** An annual meeting of the members of the Board of Directors, commencing with the year 1981, will be conducted annually at a time and selected by the Board of Directors, at which annual meeting the members shall elect the Board of Director positions as outlined in Article V, Section 4.1.

**Section 2:** A public notice stating the place, day, hour, and purpose of the annual meeting shall be given not more than (30) days and not less than five (5) days before the date of the meeting. This communication will be emailed to the Entire Organization by the Secretary within 30 days of the election of officers. The public notice shall be posted on the organization's website.

**Section 3:** Twenty-five (25) members, excluding the elected offices, present in person shall be a prerequisite and shall constitute a quorum at annual Election of Offices. If less than 25 members are present at voting, election results will be determined by the majority vote.

**Section 4:** Voting for the purpose of electing officers shall be by secret ballot or nominee.

**Section 4.1:** Board members elected to a position and running unopposed shall not require a vote or ballot and will be considered elected for the next term.

**Section 5:** Ballots for all available positions will be prepared in advance by the Secretary. Any additional nominations for a position available will be added prior to distribution and voting.

**Section 5.1:** All ballots must be counted in the presence of the 2 Board Members and re-verified by the candidates on the ballot.

**Section 5.2:** Should a question arise about the validity of the ballot for a board position, 3 Board Members (not in contention for the ballot in question) shall review and render an immediate decision on the validity of the ballot. If a unanimous decision is not reached, the ballot shall be disqualified.

**Section 6:** Elections will be held at the annual membership meeting in November. For the year 2014, an interim election will be held to fill vacant offices and 1-year term offices.

## **ARTICLE VII – NOMINATIONS & ELIGIBILITY FOR OFFICERS**

**Section 1:** Any eligible organizational member may be considered for nomination and hold voting rights for said election.

**Section 2:** For nomination, the member must be a current or former member of a child in the RYA organization or a former participant in an RYA sports program.

**Section 3:** Member may not be nominated if currently suspended or under disciplinary action as determined by the Board of Directors.

**Section 4:** All nominees must have a current background check on file or have one performed and passed within 10 days of taking office.

**Section 5:** All nominees must be verified by the current Director of Administration to ensure a background check is on file or one needs to be performed within 10 days after the date of elections.

**Section 6:** Any eligible member must make their nomination known to the Director of Administration a minimum of 7 days prior to the date of the scheduled elections.

**Section 7:** No person may run for more than one office on the same ballot.

**Section 8:** No person may hold two offices at the same time.

**Section 9:** No immediate family members may run for office on the same ballot.

**Section 10:** No immediate family members may hold office at the same time.

**Section 11:** All final results for the election of officers must be posted to the organizations website within 72 hours following the final vote tally.

**Section 12:** The final vote tally for each candidate will be made available within 3 days of the general elections and available to interested parties by written request to the Director of Administration.

**Section 13:** Nominations may not be made from the floor during the elections. All nominations require 7-day notice as listed in Section 6, unless amended by the current board members.

## **ARTICLE VIII – MEMBERSHIP/VOTING**

**Section 1:** Membership in this organization shall be open to parents of players, coaches, or officers, who participated within the current calendar year, regardless of race, color, or creed, who sincerely desires to further its purpose and are willing to uphold and actively support its policies and these by-laws.

**Section 2:** All adults 18 or over, qualifying for membership in accordance with Article VIII; Section 1 and who are in good standing are considered to have voting rights at annual and/or special meetings called by the Board of Directors. All eligible members must be verified on the voting register prior to voting.

**Section 3:** Any membership may be revoked or suspended for just cause by action of two-thirds of all board of Directors at any Board meeting. Such revocation can only be set-aside only by petition and further action taken by the Board of Directors.

**Section 4:** Any member who is currently under temporary suspension during an annual meeting and or special meeting will not be considered in 'good standing" and will not have voting privileges at said meeting or be allowed to be nominated for a Board of Directors position.

**Section 5:** Voting by proxy is prohibited in all circumstances that require voting by the Board of Directors and/or general membership concerning general or special meetings that require a general membership vote.

## **ARTICLE IX – OPERATIONAL POLICIES**

**Section 1:** This Association will operate as a non-profit, non-commercial, non- sectarian and non-partisan organization as authorized by The State of Texas under Charter number 274663 dated April 20, 1970.

**Section 2:** The name of the Association or its officers in their official capacities shall not be used in connection with a commercial concern, or with any partisan interest, or for other than regular programs the Association, with the exception that the Board of Directors shall reserve the right to elect to deal with specific issues that would benefit the Association.

**Section 3:** The rules and policies of each sport program that pertain to general playing rules and Draft Guidelines will be decided periodically in a meeting conducted by the proper Sports Director or his/her representative, and by those members serving as certified coaches. Final interpretation and application of the rules will be at the discretion of the RYA Board.

**Section 4:** All leagues will have rules and regulations submitted to and approved By the Board of Directors regulating their respective leagues. Each league rules will include a defined succession of all post season teams, with the final approval by Sports Director.

## **ARTICLE X- HANDLING OF ASSOCIATION FUNDS**

**Section 1:** The association will maintain an on-hand cash position of \$1,000 in the safe at all times. This Safe Fund will serve as a cash register set up fund for all concession stand registers and tournament/gate fee collection. Safe fund counts will be performed anytime the cash is collected and the safe is in use.

### **Registration**

**Section 1:** All transactions where association funds are received, proper recording, and validation of received funds are a requirement.

**Section 2:** During registration, to ensure the consistency of record keeping and provide security for the association, all transactions must be recorded in the organization's web program.

**Section 2.1:** Cash/check receipts should be generated from Sports Pilot.

**Section 2.2:** Final totals report should be run daily during registration to ensure all cash/checks are accounted for by the Sports Director who is completing registrations. Proper documentation of all funds collected should be completed each day.

**Section 2.3:** Once complete, the daily deposit should be sealed in a manila envelope and dropped in the organization safe to be verified by the President, Vice-President, or Director of Accounting for deposit.

**Section 3:** Any refunds must be approved by the President or Vice President of the association.

## **Gate Fees**

**Section 1:** Gate fees are a normal course of tournament entry for all tournaments and for the Organizations basketball season.

**Section 2:** When possible, all gate fees should be collected as a team fee prior to a team beginning tournament play. Prior to each tournament, the Association Board will set the standard fee for all tournaments.

**Section 3:** Single entry gate fees- Single gate fee collection must be a managed process by the Association Board. All care should be taken to ensure the single-entry fee collection is enforced to all attendees. Verification of tournament/season passes should be completed at each event or each day of event. Single entry "day only" entry passes will be entered and given a numbered ticket for accounting verification of fees collected. Reconciliation of tickets sold and monies received should be completed daily by auditing the "start" and "end" numbers of the tickets sold and compared to the monies received.

## **Concessions**

**Section 1:** Concession profits (after expenses) shall be split between the association and the operating sport, with 25% to the association and 75% to the sport.

**Section 2:** Daily collection of cash from the concession stands is the requirement of the Concession Managers. Paid staffs are the only authorized users of the cash registers with an exception for the Concession Managers and the Director of Accounting.

**Section 3:** Initial cash/ counts should be verified by the cashier for each register he/she operates. These initial funds should total no more than \$100. Signatures will be required on the daily reconciliation report for each cash register that is in use.

**Section 4:** Cash levels should be reviewed during busy times to ensure the cash amount in the till does not exceed \$500. Cash pulls should be made as the register fund reaches \$500 and recorded on the daily register reconciliation report.

**Section 5:** Credit card receipts should be kept in each individual cash drawer.

**Section 6:** All final/ end of shift cash counts should be completed by the operator and verified by a concession manager prior to the operator leaving the concession area.

**Section 7:** Register reports should be run for total cash/credit collected and verified by the register receipt reports.

**Section 8:** Final and end of day reports should be completed by the concession managers that will encompass all registers in use. This final count should be prepared and sealed for verification of the President, Vice-President, or Director of Accounting.

**Section 9:** Once the final verification is completed, the day's receipts should be sealed in a plastic deposit bag with a deposit slip and taken to the bank for deposit on the next scheduled business day. \* Note- final verification cannot be completed by the same person who completed the initial reconciliation.

## **Deposits**

**Section 1:** Deposits for the organization should be made on the next business date following reconciliation. Required bank deposits days are due no later than Thursday following each weekend. Monday-Friday Daily Deposits are required to be made on Saturday. This is the responsibility of the Director of Accounting.

**Section 2:** There are currently 4 types of deposits and each type of deposit must be recorded separately.

**Section 2.1:** Concession, Registration, Team Sponsorship, and Organizational Sponsorship are the types of deposits recognized.

**Section 2.2:** All deposits must be labeled correctly on the main deposit log located in the safe at the main RYA office. Care should be taken to ensure deposits are labeled correctly for proper accounting and reconciliation.

## **Team Fundraising & Team Expenses**

**Section 1:** The Head Coach shall be solely responsible for all team income and expenses

**Section 2:** All teams will be required to submit a Team Ledger Spreadsheet with all income and expenses, including receipts, on the date and time specified by the Sport Director and/or the Board of Directors.

**Section 3:** The Team Ledger Spreadsheet may be requested at any given time, an unlimited amount of times, at the sole discretion of the Sports Director and/or the Board of Directors.

**Section 4:** The Team Ledger Spreadsheet MUST:

- A.** Be accessible and/or viewable by all parents on the team
- B.** Accurately display all money raised through donations, sponsorships, fundraising, etc:
  - 1. Include any income received from team participation of fundraiser
  - 2. Include the individual amounts received by fundraising of each parent/player
  - 3. Include any amount donated/sponsored and its origin
- C.** Accurately record all outgoing funds:
  - 1. Include each expense/purchase made with team funds
  - 2. Include expense details such as vendor, price, quantity, and any shipping costs
  - 3. Include or attach the original receipts for all expenses/purchases

## **ARTICLE XI- PURCHASING AUTHORITY**

**Section 1:** All purchases over \$1,000 to be competitively bid, with a minimum of 3 bids submitted to the Director of Accounting.

**Section 2:** All purchases less than \$1,000 will not require Board of Director's approval or a competitive bid process. The purchase approval for items less than \$1,000 will reside with the agreement of the President and Vice-President.

**Section 3:** All purchases greater than \$1,000 will require Board of Director's approval.

## **ARTICLE XII-VIOLATIONS OF POLICY/DISCIPLINE**

**Section 1:** RYA will have a zero-tolerance attitude towards any rule infraction in any sport especially if it is done to prove a point that is in any way detrimental to the safety of the children involved. Any coach, parent or child involved in such acts are subjected to a suspension until the Board of Directors can meet to discuss the matter and the involved parties are given a chance to speak in front of the Board, The punishment will stand as given and will have a certified letter sent explaining the action taken against them.

**Section 2:** Violations of the articles or covenants of the Bylaws or cases of violation of the Code of Conduct for this organization shall be subject to punitive action by the Board of Directors and/or said Director of a sport.

**Section 2.1:** All accusations that a violation has occurred shall be presented to the Board of Directors/and or Sports Director in writing who will then review the accusation and if a violation has occurred, shall then notify the member(s) being accused.

**Section 2.2:** The Board of Directors and /or Sports Director will set a date and time for a special hearing within ten (10) days of receipt of the written accusation and shall inform all parties concerned of the date and time of the hearing.

**Section 2.3:** The hearing by the Board of Directors and/or Sports Director shall hear the case within twenty (10) days of receipt of the written accusation. If the accusation is of a gross misconduct the board may convene an emergency meeting to address in a more expeditious manner.

**Section 2.4:** Any person(s) having been suspended, expelled, terminated and/ or having other action taken against him/ her may, at his/her request, have an appellate hearing before the Board of Directors for reinstatement and/or reversal of the decision of the Board of Directors and/or Sports Director. This appellate hearing shall be held no less than twenty (20) days and no more than thirty (30) days from the date the appeal is filed in writing with the Board of Directors. Until such time as the process of appeal is completed, the original ruling(s) of the Board of Director and/or Sports Director shall be in effect, and all provisions thereof shall be enforced until such time that said ruling(s) and/or provisions are held as correct, reversed and/or altered by the appeal process with the exception that no suspension will be served until after the said hearing, in the event of reversal of the original ruling(s). Any such reversal or alteration of the original action taken against the member(s) must be accomplished by a two-thirds (2/3rds) vote of the Board members present at said appellate hearing. All votes must be cast by secret ballot and validated by the Chairman of the Board.

**Section 2.5:** All suspensions will remain in effect until the end of the next year's season from which the sport the suspension occurred in. Unless the Director of the said sport in which the suspension took place states differently.

**Section 2.06:** Serious violations will result in immediate suspension and termination of a member. In addition, name and NYSCA card numbers of coaches found guilty of serious violations will be submitted to NYSCA authorities for permanent suspension. Serious violations include, but are not limited to:

- A. Alcohol or drug abuse
- B. Inappropriate physical contact
- C. Abuse or endangerment of a minor

- D. Continuous unsportsmanlike conduct
- E. Continued use of profanity or abusive language
- F. Physical or verbal intimidation toward any player, coach, or official

## **ARTICLE XIII – MISCELLANEOUS**

**Section 1:** The By-Laws may be altered or amended, once during the calendar year, at a special meeting of the Association held in February each calendar year.

**Section 2:** The number of elected officers may be increased or decreased by amendment to these By-Laws, but no decrease shall have the effect of shortening the term of any incumbent officer. Any office to be filled by reason of increase in the number of officers shall be filled by election in the annual meeting of the Association for that purpose.

**Section 3:** Any contract or other transaction between the Association and any of its officers (or any corporation or firm in which any of its officers is directly or in directly interested) shall be valid for the purposes notwithstanding the presence of such officer at the meeting authorizing such contracts or transaction, or his/her participation in such meeting. The forgoing shall, however apply only if the interest of each officer is known or disclosed to the Board of Directors, and it shall nevertheless authorize or ratify such contract or transaction by a majority of Directors present, each such interested officer to be counted in determining whether a quorum is present, but not in calculating the majority necessary to carry such vote. This section shall not be construed to invalidate any contract or transaction, which would be valid in the absence of this section.

**Section 4:** All property acquired by the Association will be owned and controlled by this Association and made available by the Association.

**Section 5:** The Board of Directors will provide a yearly audit of the financial and accounting activities to be conducted by an independent auditor.

**Section 6:** Officers, Directors, Coaches, Team Moms, or any individual holding an authoritative position in any sports program shall be held liable for any moneys, equipment, or property belonging to this association. Sold equipment, or property, or moneys not returned or submitted within a reasonable length of time will result in said Officers, Directors, Coaches, Team Moms, or any individual from participating in any subsequent sports program until said situation is resolved to the satisfaction of the Board of Directors.

**Section 7:** Coaches will be mandated to be certified by NYSCA as required by the City Council, City of North Richland Hills, Texas. Purpose of this Organization shall be to implant in the youth the ideas of good sportsmanship, honesty, loyalty, courage, and reverence through various organized, supervised programs, bearing in mind that attainment of exceptional skills and/or good, clean, healthy future citizens is of prime importance.

**Section 7.1:** Seniority will be used to determine preference for teams within each sport. Coaches with more seniority will also be considered for league contraction.

**Section 8:** Definition of a RYA function:

**Section 8.1:** An event that is hosted and organized by RYA and an RYA approved location. An RYA function shall include but not limited to the following:

- A. Team Parties
- B. Games per schedule obtained by that Sport's Director
- C. Post Season games as organized by RYA

- D. Carnival
- E. Pep Rallies
- F. Coaches Meetings
- G. Drafts

## **ARTICLE XIV- INTERPRETATIONS & FINAL REVIEWS**

**Section 1:** These above written bylaws are in place to address major areas of operations. There are circumstances that may not fall within or have been addressed by the written bylaws.

**Section 1.1:** In cases where there are no written policies or bylaws present to address the concern or infractions, a review of the issue will be conducted by the Board of Directors at the next scheduled meeting.